



### **Unusual Incidents**

1. In the case of a physical assault, or sexual assault by staff, or a resident on or off the premises the response is as follows:
  - a. All residents are provided with the contact information of the Chair of the Governance Committee of Savage Sisters Recovery Inc, which is the current Vice President of the Board of Directors. In the case of a physical assault or sexual assault by staff or resident on or off property, the incident needs to be immediately reported to the Chair of the Governance Committee, who will then make a police report within 1 hour of finding out, if one has not already been made, put suspect on temporary leave within 12 hours, and provide the Audit subcommittee with the details, within 12 hours of finding out. The Audit Subcommittee would then lead an investigation which can take up to 30 days, findings of the investigation must be released in at most 15 days after the investigation concludes. Additionally, the Audit Subcommittee would be responsible for immediately dismissing the suspected perpetrator from their position at Savage Sisters Recovery Inc within 24 hours of completing the investigation. Upon the completion of the investigation, if the claim was found to be false, the suspect can be allowed to reclaim their position. If the investigation is discovered to be true, all findings will be provided to law enforcement. Support must be provided to the victim by the Audit Subcommittee, be it in the provision of legal support, or the provision of access to a licensed clinical professional within 15 days of completing the investigation.
2. Provision or use of illicit drugs on the premises.
  - a. In the case of the use of illicit drugs on the premises, the following actions must be taken. When the use is discovered, it must be immediately reported to the on site house manager. If the on site house manager is the one using, the use must be reported to the Property Manager immediately. If it is not the house manager using, then the house manager is responsible for immediately notifying the Property Manager. The Property Manager is then responsible for evacuating and transferring the individual that used the illicit substance within 12 hours. Property managers must then inform upper management, who can help determine what steps need to be taken. Standard program procedure consists of taking the below steps within 12 hours:
    - i. Confirming impairment by taking a urine sample
    - ii. Addressing the issue with the resident, and asking the resident to “get honest
    - iii. Contacting the emergency contact
    - iv. Offering to take the resident to an inpatient treatment facility and allowing them to rejoin the program upon completion
    - v. Helping the resident obtain safe housing in another recovery program
    - vi. Providing transportation to a safe location if none of the other options work
3. In the case of death or serious injury due to trauma, suicide, medication error or unusual circumstances while residing at the drug and alcohol recovery house, the following policy must be followed:
  - a. The on site house manager must immediately call 911. Next, the onsite house manager must immediately call the Property Manager, who must immediately notify the program Director. Lastly, the program Director must notify the chair of the Governance Committee within 12 hours. The Program Director must also immediately notify the



emergency contact of the deceased individual within at most 12 hours. The Chair of the Governance Committee must notify the Audit Subcommittee within 12 hours, and create a file and investigation into the unusual death, which can take at most 30 days. All findings must be provided to the Board of Directors, the emergency contact, and the local authorities within 12 hours of the completion of the investigation. Investigation results should lead to the cause of the unusual death. It is the Audit Subcommittee and the program Directors responsibility to take the findings of the investigation and use them to ensure all steps are being taken to ensure a similar incident does not occur.

4. In the case of significant disruption due to disaster such as fire, storm, flood or other occurrence which closes the drug and alcohol recovery house for more than 1 day, the following policy must be followed:
  - a. During an emergency that requires evacuation due to fire, storm, flood or other occurrence which closes the drug and alcohol recovery house for more than 1 day, staff will transport residents to other Savage Sisters and SIR recovery homes immediately. All five of our homes are currently within 0.3 miles of each other. Additionally, each house contains one extra bed in case of emergency need, which will provide space for displaced residents. Our houses are not always full either, which would ideally allow for all six to seven potential residents that are displaced to be placed in one of our other homes. If there is not enough room in our other homes, residents will be asked if they can stay at their relatives house temporarily. If that is not possible, our management team is in constant communication with other responsible recovery home owners, and will provide residents with funding to stay at a different recovery home within 12 hours. Whether they choose to stay at the new home or come back to our program when the issue is resolved or a bed opens up is up to the individual resident. Additionally, all weekly payments made by residents the week of the incident must be returned at the time of or before leaving the program, with receipts provided to residents and kept on file.
5. In the case of a theft, burglary, break-in or similar incident at the drug and alcohol recovery house, the following policy must be followed.
  - a. In the case of a theft, burglary, break-in or similar incident at the drug and alcohol recovery house, the on site House Manager must immediately dial 911, and file a police report. Immediately after calling the police, the House Manager must call the Property Manager and inform them of the incident. The Property Manager must then immediately call and inform the Director of the Program. Both the Property Manager and the Program Director should then travel to the scene of the incident within 6 hours at most. The on site House Manager must immediately provide the Police with a list of items that belonged to Savage Sisters Recovery inc that were stolen, and instruct each of the residents to provide the police with a list of items that were stolen from them as well. Upon arrival, the Director should then introduce themselves as the Director of the Program, and establish communication with the individual leading the police investigation. After the police have finished their investigation on scene, and within 12 hours of the incident, the Director must meet with each resident individually, and go over the Document titled, *Savage Sisters Recovery Inc Residents Missing or Stolen Items*. Here, each resident can list the items that were stolen from them. The Director must communicate with police on how the theft or break in occurred, and ways to prevent future theft, and break ins. The



Director, Property Manager, and House Manager will then meet, and investigate the possibility of any thefts being from someone living in the house. Investigations can take no more than 30 days, the results of which must be shared within 15 days of completing the investigation. One resident stealing from another can be differentiated from a break in, and the police may be able to help with deducing one from another. If the signs point to one resident stealing from another, the entire house will be searched by management within 12 hours of finding out. If the items are found to have been stolen by a resident, the resident's stay in the program is immediately terminated. Charges being filed are left up to the victim of the theft.

6. In case of an event at the drug and alcohol recovery house requiring the presence of police, fire or ambulance personnel, the following policy must be followed:
  - a. If police, ambulance, fire, or any other emergency services are called to the recovery house, the House Manager must inform the Property Manager, who must inform the Director of the Program. The Director must then go to the scene of the incident within 6 hours that required emergency services, and file an Unusual Incident with the chair of the Governance Committee within 24 hours, who must then file the Unusual Incident with the Audit subcommittee within 24 hours. Investigations must then take place immediately, and be completed within 30 days, the findings of which must be shared with the residents, the authorities, and the residents emergency contact within 15 days of the completion of the investigation.
7. In case of fire or structural damage to the drug and alcohol recovery house, the following policy must be followed:
  - a. If there is fire or structural damage to the drug and alcohol recovery house, staff will immediately evacuate and transport residents to other Savage Sisters and SIR recovery homes. All five of our homes are currently within 0.3 miles of each other. Additionally, each house contains one extra bed in case of emergency need, which will provide space for displaced residents. Our houses are not always full either, which would ideally allow for all six to seven potential residents that are displaced to be placed in one of our other homes. If there is not enough room in our other homes, residents will be asked if they can stay at their relatives house temporarily. If that is not possible, our management team is in constant communication with other responsible recovery home owners, and will provide residents with funding to stay at a different recovery home. Whether they choose to stay at the new home or come back to our program when the issue is resolved or a bed opens up is up to the individual resident. Additionally, all weekly payments for the week of the incident made by residents must be returned before or at the time the resident leaves, with receipts provided to residents and kept on file.
8. In the case of an outbreak of a contagious disease requiring Centers for Disease Control (CDC) notification, the following policy must be followed.
  - a. If an outbreak of a contagious disease requiring Centers for Disease Control (CDC) notification occurs, the discoverer of the contagious disease must immediately alert the Director of the Program, who must immediately notify the CDC. Additionally, the Director of the Program must alert the Chair of the Governance Committee of an Unusual Incident within 12 hours, who must file an Unusual Incident with the Audit Subcommittee within 12 hours of finding out, who must lead an investigation in

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correlation with the CDC on how the contagion developed, and how to avoid recurrence. The investigation must be complete within 30 days, and the findings must be shared with residents, authorities, and residents emergency contacts within 15 days of completing the investigation.